

NOTICE OF AVAILABILITY & SUMMARY NOTICE OF PRIVACY PRACTICES

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires health plans to notify participants about its policies and practices to protect the confidentiality of your health information. This is a summary of the City of Fond du Lac Notice of Privacy Practices, and a reminder that you have the right to obtain an inclusive copy of our Notice of Privacy Practices describing how your protected health information may be used or disclosed by the City of Fond du Lac Group Benefit Plan ("the Plan"). A copy of the Notice of Privacy Practices can be obtained from our Privacy Official.

The Plan needs to create, receive and maintain records that contain health information about you to administer the plan and to provide you with health care benefits. The Plan may receive personal health information from you, your physicians, hospitals, and others who provide you with health care services. The Plan is required to keep this information confidential. The following is a summary of the ways The Plan may use and disclose health information about you, describes your rights, and the obligations The Plan has regarding the use and disclosure of your health information.

The Plan May Use and Disclose Your Health Information:

- To provide treatment
- To obtain payment
- To conduct health care operations

For example, The Plan may use your health information to evaluate a request for coverage or a claim for benefits; to evaluate quality; to improve health care operations; to determine eligibility for benefits; to facilitate payment for treatment you receive or to assist in providing you with treatment. The Plan may disclose your health information to entities to assist with the processing or subrogation of health claims or to coordinate benefit payments. The Plan may also make other uses and disclosures of your health information as required by law or as permitted by our policies.

Your Rights Regarding Health Information About You

You have the following rights regarding your health information:

- Right to inspect and copy your health information
- Right to amend your health information
- Right to an accounting
- Right to request restrictions
- Right to receive confidential communications
- Right to a paper copy of the Notice of Privacy Practices

You generally have a right to access and in certain instances to correct information. This does not apply to information collected in connection with, or in anticipation of, any claim or legal proceeding.

Privacy Obligations

The Plan is required by law to:

- Make sure that health information that identifies you is kept private
- Give you a Notice of our legal duties and privacy practices with respect to health information about you
- Follow the terms of the Notice that is currently in effect

Contact Information

For more information about City of Fond du Lac Notice of Privacy Practices or about our privacy policies, please visit https://www.secured-site7.com/city_of_fdl/www/departments.iml?DeptID=39&DeptPage=164 or contact the Privacy Official for the Plan at: City of Fond du Lac HR Dept, PO Box 150 Fond du Lac, WI 54936-0150.

Effective Date

The Plan Notice of Privacy Practices was originally effective April 14, 2003. The current notice is effective January 1, 2013.